

Salaries and Wages, etc

A) ADMINISTRATION

1) Payment

- a) For all staff the pay period is the calendar month. Basic salaries are paid on or before the last day of the month.
- b) You can access your payslip on the Armstrong Watson portal showing how the total amount of your pay has been calculated. It will also show the deductions that have been made and the reasons for them, e.g. Income Tax, National Insurance, Pension etc.
- c) Any pay queries that you may have should be raised with Accounts.

2) Overpayments

If you are overpaid for any reason, the total amount of the overpayment will normally be deducted from your next payment but if this would cause hardship, arrangements may be made for the overpayment to be recovered over a longer period.

3) Income Tax and National Insurance

At the end of each tax year you will be able to access your P60 on the Armstrong Watson portal showing the total pay you have received from us during that year and the amount of deductions for Income Tax and National Insurance. You may also be given a form P11D showing non-salary benefits. You should keep these documents in a safe place as you may need to produce them for tax purposes.

4) The Pension scheme that the company uses is NEST and if you are eligible you will be Automatically enrolled in to this upon starting work. You can opt out of the Auto Enrolled pension at any time. But if you did opt out you would loose out on the contribution the company and Government make for you.

B) LATENESS/ABSENTEEISM

- 1) You must attend for work, or in the case of working at home, log in to the system, punctually at the specified time(s) and you are required to comply strictly with any time recording procedures relating to your work.
- 2) All absences must be notified in accordance with the sickness reporting procedures laid down in this Employee Handbook.
- 3) Lateness or absence may result in disciplinary action and/or loss of appropriate payment.